



**Resources: Legal & Governance**

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Date: 8 May 2018

**TO THE MEMBERS OF THE CITY COUNCIL**

Dear Councillor,

**Annual Council and First Meetings – Wednesday, 16<sup>th</sup> May 2018**

In line with previous practice, the first meetings of the Cabinet and Council Committees will be held in the Council Chamber on the afternoon of Wednesday 16<sup>th</sup> May 2018, for the purposes of appointing the Chairs and Deputy Chairs, as appropriate, and to fix the date and time of the meetings, together with any procedural matter relating thereto.

The Cabinet will have an additional item of business to consider, relating to changes to full Council meetings, which will result in a recommendation being made for consideration by the Council. Any permanent change to Council Procedure Rules requires a recommendation of the Cabinet and the proposed changes, to commence from the 6<sup>th</sup> June Council meeting, will involve permanent changes to the Council Procedure Rules in the Council's Constitution. Accordingly, it is proposed to adjourn the Annual Meeting of the Council prior to consideration of item of business number 9 on its agenda (Arrangements For Council Meetings In The Municipal Year 2018-19), and then hold the first meetings of the Cabinet and Council Committees, following which the meeting of the Council will reconvene to consider item 9 along with the recommendation made by the Cabinet.

I enclose with this letter, a list showing the proposed order for the first meetings, together with the draft agendas, which will be held immediately following one another and without a break. With the exception of the meeting of the Cabinet (which will be chaired by the Leader of the Council), the Lord Mayor will occupy the Chair and the Members of the Council will be required to remain in their seats throughout the whole of the proceedings.

In addition to fixing the date and time of its meetings, the meeting of the Cabinet will consider the report of the Executive Director, Resources (which is published with the agenda for the Annual Meeting of the Council) on proposed changes to full Council meetings. The Cabinet will move, and vote on, a Motion to approve or amend the recommendations in the report. The resolution of the Cabinet will then be produced and circulated in the Chamber for consideration at the reconvened Annual Meeting of the Council.

To facilitate the transaction of the business of the Council Committees, the Lord Mayor will announce at the start of each meeting, the name of the mover and seconder of the composite motion to determine the business as detailed in the agenda. The names of the mover and seconder of the composite motion will be drawn from the Members of the particular Committee. The Lord Mayor will put the motion upon which the Members of the Committee concerned will vote. In the event of any questions arising upon any item on the agenda for a particular Committee, only the members of that Committee are permitted to participate in the discussion.

Details of the proposed memberships of the Cabinet and Council Committees etc., which is being prepared in consultation with the Party Whips, will be made available to all Members of the Council at the meeting.

Yours sincerely,



**GILLIAN DUCKWORTH  
DIRECTOR OF LEGAL & GOVERNANCE**

## **SHEFFIELD CITY COUNCIL**

### **FIRST MEETINGS OF CABINET AND COUNCIL COMMITTEES, ETC TO BE HELD ON WEDNESDAY, 16<sup>TH</sup> MAY 2018**

#### **ORDER OF MEETINGS**

1. CABINET
2. CABINET HIGHWAYS COMMITTEE
3. OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE
4. CHILDREN, YOUNG PEOPLE AND FAMILY SUPPORT SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
5. ECONOMIC AND ENVIRONMENTAL WELLBEING SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
6. HEALTHIER COMMUNITIES & ADULT SOCIAL CARE SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
7. SAFER AND STRONGER COMMUNITIES SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
8. PLANNING AND HIGHWAYS COMMITTEE
9. LICENSING COMMITTEE
10. AUDIT AND STANDARDS COMMITTEE
11. ADMISSIONS COMMITTEE
12. SENIOR OFFICER EMPLOYMENT COMMITTEE
13. APPEALS AND COLLECTIVE DISPUTES COMMITTEE

**CABINET**

**Meeting to be held on 16th May 2018**

immediately following the adjournment of the Annual Council Meeting

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **TO FIX DAY AND TIME OF MEETINGS**

To meet on a monthly basis on the following Wednesdays at 2.00 pm:-

23 May 2018  
20 June 2018  
18 July 2018  
19 September 2018  
17 October 2018  
21 November 2018  
12 December 2018  
16 January 2019  
13 February 2019  
20 March 2019  
17 April 2019

2. **CHANGES TO FULL COUNCIL MEETINGS**

To consider a report of the Executive Director, Resources, and make recommendations for consideration by the Council at its reconvened Annual Meeting, on proposed changes to the operation of meetings of full Council.

(The report of the Executive Director, Resources is published with the agenda for the Annual Meeting of the Council.)

**CABINET HIGHWAYS COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

immediately following the meeting of the Cabinet

**A G E N D A**

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1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet as and when required on dates and times to be determined by the Chair.

**OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

immediately following the meeting of the Cabinet Highways Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet on a quarterly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

**CHILDREN, YOUNG PEOPLE & FAMILY SUPPORT SCRUTINY AND  
POLICY DEVELOPMENT COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

**Immediately following the meeting of the Overview and Scrutiny Management  
Committee**

**A G E N D A**

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1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

**ECONOMIC AND ENVIRONMENTAL WELLBEING SCRUTINY AND  
POLICY DEVELOPMENT COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

**immediately following the meeting of the Children, Young People and Family Support  
Scrutiny and Policy Development Committee**

**A G E N D A**

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1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.



**HEALTHIER COMMUNITIES & ADULT SOCIAL CARE SCRUTINY AND  
POLICY DEVELOPMENT COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

**immediately following the meeting of the Economic and Environmental Wellbeing  
Scrutiny and Policy Development Committee**

**A G E N D A**

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1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

**SAFER AND STRONGER COMMUNITIES SCRUTINY AND POLICY  
DEVELOPMENT COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

**immediately following the meeting of the Healthier Communities & Adult Social Care  
Scrutiny and Policy Development Committee**

**A G E N D A**

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1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

**PLANNING AND HIGHWAYS COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

immediately following the meeting of the Safer and Stronger Communities Scrutiny  
and Policy Development Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**  
To meet on Tuesday 22<sup>nd</sup> May 2018, and every three weeks thereafter, at 2.00pm, as follows:-

12 June 2018  
3 July 2018  
24 July 2018  
14 August 2018  
4 September 2018  
25 September 2018  
16 October 2018  
6 November 2018  
27 November 2018  
18 December 2018  
15 January 2019  
29 January 2019  
19 February 2019  
12 March 2019  
2 April 2019  
23 April 2019  
14 May 2019  
4 June 2019

**LICENSING COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

immediately following the meeting of the Planning and Highways Committee

**A G E N D A**

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1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet Tuesday and Thursday weekly at 10.00 am.

**AUDIT AND STANDARDS COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

immediately following the meeting of the Licensing Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet on Thursday 14<sup>th</sup> June 2018 at 5.00 p.m., and thereafter on dates and times to be determined by the Chair.

**ADMISSIONS COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

immediately following the meeting of the Audit and Standards Committee

**A G E N D A**

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1. **APPOINTMENT OF CHAIR**  
To appoint the Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet on a monthly basis, on dates and times to be determined by the Chair.

**SENIOR OFFICER EMPLOYMENT COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

immediately following the meeting of the Admissions Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**  
To appoint the Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet as and when required, on dates and times to be determined by the Chair.

**APPEALS AND COLLECTIVE DISPUTES COMMITTEE**

**Meeting to be held on 16<sup>th</sup> May 2018**

immediately following the meeting of the Senior Officer Employment Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**  
To appoint the Chair of the Committee.
  
2. **DATES AND TIMES OF MEETINGS**  
To meet as and when required, on dates and times to be determined by the Chair.